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## STATE OF ALABAMA ETHICS COMMISSION

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## Top Ten List of Ways to Avoid Violating the Alabama Ethics Law

by Jim Sumner

- 1. Don't take anything from anybody in exchange for official action. (Section 36-25-7, Code of Alabama 1975)
- 2. File your Statement of Economic Interests with the Ethics Commission by April 30<sup>th</sup> each year. (Section 36-25-14)
- 3. Don't use your position for your personal gain or to benefit a member of your family or a business with which you are associated. (Section 36-25-5(a))
- 4. Don't use public equipment, facilities, time, materials, human labor, or other public property for your personal gain or to benefit a member of your family or your business. (Section 36-25-5(c))
- 5. File copies of any contract you may have or enter into with a public entity (at any level of government) with the Ethics Commission within ten (10) days of the contract being entered into. Remember that <u>all</u> contracts, except those for professional services <u>must</u> be competitively bid. (Section 36-25-11)
- 6. Be sure you know what is an allowed gift under the law. (Section 36-25-1(31)(b)(2))
- 7. Understand what can be provided for you and your family in terms of hospitality, transportation, lodging, food and beverages, tickets to sporting and entertainment events as part of a social occasion, educational or informational program, etc. (Section 36-25-1(31)(b)(3-5))
- 8. Realize that honorariums are forbidden by the Ethics Law. (Section 36-25-1(31)(a))
- 9. Understand that contributions to your campaign fund or your inaugural or transitional fund may not be converted to personal use. (Section 36-25-6)
- 10. Know that you cannot solicit any thing for any purpose or any entity from a lobbyist, except a campaign contribution (Section 36-25-23(b))

The Alabama Ethics Law and All Advisory Opinions of the Ethics Commission can be viewed at our Web Site: www.ethics.alabama.gov